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SINGLE FAMILY ALTERATION/REMODEL APPLICATION CHECKLIST

Architect's/Engineer's registration stamp must appear on plans and calculations if prepared by such professionals.

❑ **Plans**

1. Site Plan: An overall site plan (at a scale of 10 feet equals 1 inch) showing the proposed structure in plan view indicating:

- ❑ a) **The property owner's name**, the Assessor's parcel number and the site address.
- ❑ b) **Map Scale and North Arrow**
- ❑ c) **All property lines, easements (utilities, access, etc.), and site dimensions** including bearings and distances. Make a clear distinction between proposed and existing features. Show the distances between buildings and from buildings to all property lines.
- ❑ d) **All streets and alleys, with street names**. Note the nearest cross street. Show all existing and/or proposed driveways including surface materials.

2. Other Plans DRAWINGS OF THE RESIDENCE (1/4 inch or 1/8 inch scale) showing:

- ❑ a) **Floor Plan:** Floor plan of each floor and basement indicating:
  - ❑ 1) Location of all wall and partitions, door sizes, and window sizes
  - ❑ 2) Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, appliances, and wood stoves
  - ❑ 3) Direction, size, and spacing of all floor and ceiling framing members
- ❑ b) **Cross-Section Plans:** One cross section through exterior wall showing all details of construction from footing to highest point of roof (see typical cross section example). Submit a cross section of attic area utilizing trusses.
- ❑ c) **Details:** Details indicating a) stairways, b) guardrails around balconies, etc., c) cantilevered beams, floor, or ceiling joists; submit calculations for cantilever situations.

❑ **Structural Engineering Calculations (if applicable)** - If the structure does not meet the conventional light frame construction provisions contained in The International Residential Code Section R301, then the structure must have a lateral-force-resisting designed by a Washington State Registered Structural Engineer. Structural engineering calculations must be submitted and all necessary design details must be incorporated into the plans. The Engineered plans and/or calculations must be signed by the Engineer.

❑ **Washington State Energy Code Compliance Forms (if applicable)**
Forms at: http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode